



Department for Human Resources

Assistant Superintendent for Human Resources – Dale Fisher, Ed.D.
Human Resources Specialist - Mrs. Barbara Dombroski
Administrative Assistant for Human Resources – Ms. Brandie Roark

GRADUATE COURSE CREDIT/REIMBURSEMENT FORM

GENERAL INFORMATION

Last Name: First Name: Home School:
Address (Home): City: State: Zip:
Current Assignment (School, Grade, Subject):
Institution Providing Course: Course Number:

GRADUATE COURSE CREDIT

Course Name:
Date Course Completed: Credit Hours Earned:

TUITION REIMBURSEMENT

Tuition Paid \$

SUBMISSION TO HR
Grade Report
Receipt of Paid Tuition
Official Transcript (Program Completion)

FOR OFFICE USE ONLY

GRADUATE COURSE CREDIT

Graduate credit units-this course: Current Base Salary \$
Graduate credit units-cumulative: New Base Salary \$
Difference \$
Current Lane/Step: Prorated at %
Salary Adjusted \$
New Lane/Step Yes No Adjusted Base Salary \$

RECORDED ON GRAD SHEET

The % of the salary including adjustment by changing lanes based on a course completion date of...

- August 15 100% December 15 60% March 15 30%
September 15 90% January 15 50% April 15 20%
October 15 80% February 15 40% May 15 10%
November 15 70%

TUITION REIMBURSEMENT

Tuition Paid: \$ Reimbursement %: Tuition Reimbursement: \$
Date Reimbursed: Check#:

Approved: Date:

Assistant Superintendent for Human Resources